



**Public Works & Utilities
Environmental Health Division
1900 E 9th St
Wichita, KS 67214**

Food Inspection Frequently Asked Questions

What happens during an inspection?

Inspectors observe all areas of the establishment, focusing their attention on factors that are likely to cause food borne illnesses such as employee hygiene and food handling practices, food temperatures, evidence of pests, water availability and temperatures, sanitization of equipment, and chemical storage and use. Inspectors ensure that violations are corrected on site if possible. Violations observed are documented on an inspection report. After the report is completed, the inspector reviews the report with the person in charge.

What does the inspector use as a guideline for conducting inspections?

All food establishments in Kansas must comply with the 2012 Kansas Food Code.

http://www.ksda.gov/includes/statute_regulations/mainportal/2012_KDA_Food_Code_12_14_12.pdf

How often are inspections conducted?

Schools are inspected twice per year; all other establishments are inspected based on the type of food and how the food is prepared. All establishments will receive an inspection at least once every 18-months; the majority will be inspected once per year. If the establishment is not in compliance or did not correct Priority or Priority Foundation violations during the inspection, a follow-up inspection will be scheduled. Additionally, an inspection will be conducted as a result of a reported complaint.

How long does an inspection take?

Inspection times vary depending on the violations observed and the size and operation of the facility. It can last anywhere from 30 minutes to 3 hours or more.

Are inspections scheduled?

NO! Inspections are unannounced in order to obtain a more accurate observation of the establishment's practices. If a follow-up inspection is necessary, the inspector will give the person in charge a time frame of when the follow-up will be conducted.

What is the difference between a Priority violation, a Priority Foundation violation and a Core violation?

A Priority violation is a violation of something that directly eliminates or reduces hazards associated with food borne illness or injury. A Priority foundation violation is something that supports or enables a Priority violation and a Core violation is usually related to general sanitation, facilities, equipment design, or maintenance. Priority and Priority foundation violations must be corrected during the inspection. Establishments unable to correct violations during the inspection will receive a follow-up inspection.

What is a passing inspection score?

The City of Wichita does not issue scores or grade cards. The best way to judge the results of an inspection is to read the ENTIRE inspection report, specifically looking at the number of violations and whether or not those violations were corrected on site.

What violations would make a food establishment have to close?

Establishments will be closed immediately if an imminent health hazard is present. Grounds for closure due to imminent health hazards may include:

- Inadequate refrigeration
- Pest infestation
- Sewage backup or overflow
- Lack of running water under pressure
- No hot water
- Flood
- No utilities
- Fire
- Food borne illness outbreak
- Gross and unsanitary conditions

Can anyone see my inspection report?

All food inspection reports are public records. Inspections may be viewed at <http://agriculture.ks.gov/divisions-programs/food-safety-lodging/inspection-results>

How frequently do I have to update my license?

Licenses must be updated yearly, expiring **March 31st** each year. Failure to submit license renewal prior to expiration will result in the establishment **paying additional fees and having to reapply for a license.**

I would like to open a food establishment. What do I need to do?

You must request a licensing inspection prior to opening and submit an application and appropriate fees. For more information see the licensing process handout at

<http://www.wichita.gov/Government/Departments/PWU/EnvironmentDocuments/LICENSING%20PROCESS.pdf>

Are license fees prorated?

No. Any establishment operating more than 6 days in a calendar year must pay the full license cost.

Do I need a food establishment license if I just have a bar or coffee shop?

Yes! Any place that serves beverages will need a food establishment license too.

Am I required to post my inspection report or any other documents in my establishment?

Only schools are required to post inspection reports. All establishments must post licenses in a place that is visible to customers.

Where can I get food safety information?

You may obtain food safety handouts from your inspector at the time of inspection. Information may also be obtained at <http://agriculture.ks.gov/divisions-programs/food-safety-lodging/food-safety-educational-materials>

Can I operate a food business out of my home?

No! A private home or a room used as a living or sleeping quarters may not be used for food establishment operations. A food establishment must operate out of a licensed establishment. In some cases, a commercial kitchen may be built on residential property. Call Environmental Health for more information.

If I incorporate my business or sell my business to someone, is a new license required?

Yes, licenses are not transferable. The new owner will need to request a licensing inspection and submit a food establishment application along with applicable fees.

If I change locations, do I need a new license?

Yes, licenses cannot be transferred from one location to another.

How do I report a food establishment for health code violations?

The City of Wichita Department of Environmental Health investigates consumer complaints regarding food safety and sanitation for establishment located in Sedgwick County. If you have a consumer complaint regarding a Sedgwick County food establishment, please call (316) 268-8351 to report the complaint. Please provide the name and address of the establishment you want investigated and explain the nature of the complaint.

Do I need a food handler's card if I'm just a server or dishwasher?

Yes! Anyone who works with food, handles food contact equipment, or cleans at any establishment in the City of Wichita must have a valid food handler's card. Registration for food handler's class and schedules are available at <http://www.wichita.gov/Government/Departments/PWU/Pages/Food-Tobacco.aspx>

How long are food handler's cards good for and what happens if I misplace my food handler's card?

Food handler's cards expire after 4 years. If you signed the attendance roster at your food handler's class then you may obtain a replacement card from the City of Wichita Department of Environmental Health. A photo ID is required and there is a \$2.00 fee for replacement cards.

I took a food safety class in another state. Can my card be transferred?

If the card is issued by another state then you will need to retake the class as each state has different requirements. However, if you have attended a nationally recognized class, such as ServSafe®, you may obtain a City of Wichita food handler's card provided you have documentation of taking the class and it has not expired. Food handler's cards will ONLY be issued if food safety certificates from the following websites are presented:

<http://www.servsafe.com/ss/catalog/productDetail.aspx?ID=1710> (English, Spanish)

<http://www.statefoodsafety.com/food-handler/kansas/wichita-city> (English, Spanish, Mandarin, Vietnamese, Korean)

http://www.tapseries.com/sc_product_options_ksfsh.asp (English, Spanish)

Can I request a food Handler's Class for my establishment?

Yes. Contact Environmental Health at 316-268-8351 to request a class. The cost for the class is \$125.

Do I have to keep my food handler's card with me at work?

Yes. You must have your food handler's card with you and be able to provide it to the inspector upon request. The restaurant manager may also make a photo copy of your card and keep it on file.

For all other questions, please contact City of Wichita Department of Environmental Health.



Department of Environmental Health

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